



FIFTH JUDICIAL DISTRICT
EARLY NEUTRAL EVALUATION
PROGRAM

Date:

RE: Social Early Neutral Evaluation session
_____ Vs/and _____
Court file: _____

Greetings:

A Social Early Neutral Evaluation (SENE) session has been scheduled for _____, _____ starting at _____ a.m. or p.m. for the above referenced case file. The SENE session will be held in conference room _____ at the _____ located at _____, MN.

Interpreter Service:

The Early Neutral Evaluation Program does not provide nor pay for interpreter services; therefore, each party must provide and pay for their own interpreter for the Social Early Neutral Evaluation Session. The interpreters must be mutually agreed upon by both parties prior to the beginning of the session. Please provide me the name of the interpreter by _____, _____.

Fees:

ENE Team members normally bill SENE services at a flat fee of \$300.00 per party per session plus a \$25.00 travel fee if required. All payments are due at the beginning of the SENE session directly to the neutrals.

- Exceptions:

A party(s) with *In Forma Pauperis (IFP)* status must meet one of the following criteria to be considered for the reduced fee rate.

- The party is *IFP* and is self-represented.
- The party is *IFP* and is represented by Legal Services.
- The party is *IFP* and is represented by a pro bono attorney.

When funds are available, the fee rate is \$75.00 plus travel fee (if applicable).

If a party has *IFP* status with the courts and has hired a private attorney, they are required to pay one hour of their attorney's hourly fee rate up to \$300.00 total.

At this time the Petitioner, _____, is required to pay \$_____ (does or doesn't include travel fee) per SENE session, and the Respondent, _____

_____, is required to pay \$_____ (does or doesn't include travel fee) per SENE session. Fees are to be divided equally between the two neutral, payable in cash or money order, and due at the beginning of the SENE session directly to the neutrals.

If there is only one neutral traveling, the parties will split the \$25.00 fee and make payable to _____.

Please give a 24 hour notification if you must cancel or postpone the scheduled Social Early Neutral Evaluation session. Otherwise the **Court** will be notified and you will be charged a cancellation fee which needs to be paid before another session will be scheduled.

Neutrals for the Social Early Neutral Evaluation are _____.

If you have any questions please feel free to call or email me at the contact information below.

Thank you for using the Early Neutral Evaluation process.

Sincerely,

CC: